

ROUTING AND TRANSMITTAL SLIP

Date

20 October 1983

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
|---|----------|-------------|
| 1. EO/DDA | R | 20 Oct |
| 2. ADDA | J | 21 OCT 1983 |
| 3. | | |
| 4. | | |
| 5. | | |

| | | |
|--------------|----------------------|------------------|
| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

Believe 19 Oct 1983 memo to Mr. Carmen should take care of the attached action.

I hope so, too.
20 OCT 1983

Carmen
21 OCT 1983

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| | Phone No. |

5041-102

☆ GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT

Routing Slip

| TO: | | ACTION | INFO | DATE | INITIAL |
|----------|-----------|--------|------|------|---------|
| 1 | DCI | | | | |
| 2 | DDCI | | | | |
| 3 | EXDIR | | | | |
| 4 | D/ICS | | | | |
| 5 | DDI | | | | |
| 6 | DDA | | ✓ | | |
| 7 | DDO | | | | |
| 8 | DDS&T | | | | |
| 9 | Chm/NIC | | | | |
| 10 | GC | | | | |
| 11 | IG | | | | |
| 12 | Compt | | | | |
| 13 | D/EEO | | | | |
| 14 | D/Pers | | | | |
| 15 | D/OEA | | | | |
| 16 | C/PAD/OEA | | | | |
| 17 | SA/IA | | | | |
| 18 | AO/DCI | | | | |
| 19 | C/IPD/OIS | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| SUSPENSE | | Date | | | |

Remarks:

(your DDA 83-4093/2 pertains)

[Signature]
Executive Secretary
10/20/83
Date

Executive Registry

83-4331/2

THE WHITE HOUSE
WASHINGTON

DD/A Registry

83-4093/3

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:

RALPH C. BLEDSOE *Ralph Bledsoe*
Special Assistant to the President
Executive Secretary to the Cabinet Council
on Management and Administration

SUBJECT:

Federal Field Structure Reform

DATE:

October 19, 1983

1-1

The Federal Field Structure Reform Project as set forth by Presidential Memorandum, dated August 30, 1983, established goals to streamline field organizations so as to more efficiently deliver services to taxpayers.

On September 21, 1983, the Federal Field Structure Working Group of the Cabinet Council on Management and Administration (CCMA) distributed copies of their report to you, with instructions relating to implementation of the President's directive.

Agency assessments and plans are due to the CCMA by October 31, 1983. These should include, but not be limited to, a general review of agency initiatives to:

1. Reduce organizational layers between headquarters and the field;
2. Eliminate unnecessary offices;
3. Consolidate administrative support services;
4. Co-locate field offices;
5. Improve supervisory/employee ratios; and
6. Use third parties to provide services, e.g. State and local governments and the private sector.

A task force, under the leadership of Gerald P. Carmen, GSA Administrator, has been assembled to work with you and your staff on assessments and plans. If you have questions, please contact Mr. Carmen at GSA, or me at 456-6640. We look forward to receiving your materials at the time designated.

